

POSITION DESCRIPTION (Please Read Instruction on the Back)

1. Agency Position No.
SOA9502

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by		Official Title of Position Department of the Interior, FLERT Specialist		Pay Plan GS		Occupational Code 0401		Grade 11		Initials		Date	
a. U.S. Office of Personnel Management		This PD has been approved as follows under 5 USC 8336(c) and 8412(d) Firefighter Law Enforcement											
b. Department, Agency or Establishment		Primary Secondary/Administrative Sec/Supvy											
c. Second Level Review		Approval Date November 12, 2002											
d. First Level Review		Fire Management Coordinator		GS		0401		11					
e. Recommended by Supervisor or Initiating Office													

16. Organizational Title of Position (If different from official title)				17. Name of Employee (If vacant, specify)			
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18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision			
a. First Subdivision U.S. Fish and Wildlife Service				d. Fourth Subdivision			
b. Second Subdivision Regions				e. Fifth Subdivision			

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date		Signature		Date	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Ser. Def. for GS-401; GS-460, 1/99.			
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Typed Name and Title of Official Taking Action				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature		Date					

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL GS-12. SPD Servicewide. STATEMENT OF DIFFERENCE: Job Classified 1 grade lower as GS-11. Performs kinds of duties as attached pd, but under closer supervision.

25. Description of Major Duties and Responsibilities (See Attached)				APPROVED FOR SERVICEWIDE USE Dearl Ange 7-13-02			
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